



TOOLBOX TALKS TEMPLATE



CASA | ACSA
CANADIAN AGRICULTURAL SAFETY ASSOCIATION
ASSOCIATION CANADIENNE DE SÉCURITÉ AGRICOLE

WHAT ARE TOOLBOX TALKS?

Toolbox Talks are brief, informal talks or meetings about specific topics relevant to agriculture and how to undertake these various tasks safely and properly.

Who can conduct a “Toolbox Talk”?

Anyone can conduct a Toolbox Talk, although a supervisor usually conducts them.

How long should a Toolbox Talk be and how often should Toolbox Talks be conducted?

These talks typically last anywhere between 5 to 15 minutes. Depending on your farm and the associated farming tasks, you may choose to have Toolbox Talks more or less frequently. It's up to you!

Where and when should these discussions take place?

Toolbox Talks should take place in a comfortable location and are often conducted at the beginning of the day or prior to beginning a specific farm task.

TOOLBOX TALK TEMPLATE

What is a Toolbox Talk Template?

A Toolbox Talk Template is the starting blocks to help you build safety on your farm. Take the template and adjust it to custom fit your operation. You can adjust the template to address a variety of topics, everything from specific machinery operations to handling livestock.

How to fill out the Toolbox Talk Template

WORK ACTIVITY: This is the area where you describe the task and the associated hazards.

BACKGROUND: Information that impacts the key points on addressing any hazards.

KEY POINTS: Use key points to address the hazards associated with the task.

If you have any questions or require any information, we'd be happy to help. Contact CASA via email at info@casa-acsa.

TOOLBOX TALKS

TITLE: _____

BACKGROUND

WORK ACTIVITY

KEY POINTS

COMMENTS / SUGGESTIONS

Operation Name _____

Location _____

Meeting Leader _____

Date _____

TOOLBOX TALK PARTICIPANTS

Print name _____

Signature _____

Print name _____

Signature _____

Print name _____

Signature _____

Print name _____

Signature _____